

FORM V: SUBDIVISION VARIANCES & VACATIONS

☐ BULK LAND VARIANCE

(PUBLIC HEARING CASE)

Application for subdivision (Plat) on FORM S-3, including those submittal requirements. 24 copies of the plat are required. The Variance and subdivision should be applied for simultaneously.

Letter briefly describing and explaining: the request, compliance with criteria in the Development Process Manual, and any improvements to be waived.

Notice on the proposed Plat that there are conditions to subsequent subdivision (refer to DPM)

Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

Sign Posting Agreement

Fee (see schedule) Fee is for Variance. Plat fee is listed on FORM-S.

Any original and/or related file numbers are listed on the cover application

DRB Public hearings are approximately ONE MONTH after the filing deadline. Your attendance is required.

☐ VACATION OF PUBLIC RIGHT-OF-WAY

☐ VACATION OF PUBLIC EASEMENT

The complete document which created the public easement (folded to fit into an 8.5" by 14" pocket) 24 copies. (Not required for dedicated and City owned public right-of-way.)

Drawing showing the easement or right-of-way to be vacated, its relation to existing streets, etc. (not to exceed 8.5" by 14") 24 copies

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

Letter briefly describing, explaining, and justifying the request

Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

Sign Posting Agreement

Fee (see schedule)

Any original and/or related file numbers are listed on the cover application

Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.
DRB Public hearings are approximately ONE MONTH after the filing deadline. Your attendance is required.

☐ SUBDIVISION DESIGN VARIANCE (VARIANCE FROM MINIMUM STANDARDS OF THE DPM)

☐ SIDEWALK DESIGN VARIANCE

☐ SIDEWALK WAIVER

Scale drawing showing the proposed variance or waiver (not to exceed 8.5" by 14") 6 copies

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

Letter briefly describing, explaining, and justifying the variance or waiver

Any original and/or related file numbers are listed on the cover application

DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.

☐ TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

☐ EXTENSION OF THE SIA FOR TEMPORARY DEFERRAL OF SIDEWALK CONSTRUCTION

Drawing showing the sidewalks subject to the proposed deferral or extension (not to exceed 8.5" by 14") 6 copies

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

Letter briefly describing, explaining, and justifying the deferral or extension

Any original and/or related file numbers are listed on the cover application

DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.

☐ VACATION OF PRIVATE EASEMENT

The complete document which created the private easement (not to exceed 8.5" by 14") 6 copies

Scale drawing showing the easement to be vacated, its relation to existing streets, etc. (folded to fit into an 8.5" by 14" pocket) 6 copies

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

Letter briefly describing, explaining, and justifying the vacation

Letter of authorization from the grantors and the beneficiaries

Fee (see schedule)

Any original and/or related file numbers are listed on the cover application

Unless the vacation is shown on a DRB approved plat recorded by the County Clerk within one year, it will expire.
DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.

☐ VACATION OF RECORDED PLAT

6 copies of the recorded plat to be vacated.

6 copies of documents justifying the vacation.

Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

Letter describing, explaining, and justifying the vacation

Any original and/or related file numbers are listed on the cover application

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.
DRB meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.

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Applicant name (print)
Applicant signature / date

☐ Checklists complete

Application case numbers

☐ Fees collected

_____ - _____ - _____

☐ Case #s assigned

_____ - _____ - _____

☐ Related #s listed

_____ - _____ - _____

Form revised 4/03, 10/03 and APRIL 2006

Planner signature / date

Project #